



ASSMANG

NORTHERN CAPE HUMAN RESOURCES PROJECT COORDINATOR

Minimum requirements (essential unless otherwise indicated): • A Grade 12 • A Certificate in Human Resources Administration Certificate or Office Administration • An Advanced Certificate in Project Management will be advantageous • A valid Code B driver's licence • 2 years' experience in administrative support in a project environment • 1-2 years' experience in general administrative support, data capturing and documentation control • 2 years' communications experience • System skills, which include Microsoft Office (including MS Projects and advanced Excel), as well as JDE and Oracle • Medically fit for duty • Although based at Black Rock Assmang offices, be willing to travel between the 3 Northern Cape operations.

Main tasks and responsibilities: • Render a professional support service, liaise, coordinate and organise tasks in support of the Northern Cape Human Resources Team • Render administrative support with regards to day-to-day operations • Load orders, liaise with finance in terms of invoice processing and contract administration • Manage logistics in terms of transport, accommodation and venue bookings and coordination • Assist with the development, maintenance and recordkeeping of project plans • Maintain project files, attend project and quality review meetings, update project status and dashboards, track and report progress • Develop, implement and maintain project and branding strategies • Collect information and provide feedback, professional support and input of material to be published • Check the quality of all communication • Coordinate communication for campaigns, surveys and project launches • Take and distribute minutes • Ensure resources are clearly understood, adhered to and strictly comply with project management methodology and principles • Participate in change and improvement initiatives and provide feedback on resistance • Obtain information, check for accuracy and capture data • File documents per procedure • Comply with disciplinary and behavioural rules and procedures • Participate in planning process for section • Execute plans within standard.

Remuneration will be based on a competitive, all-inclusive, flexible package.

The successful candidate will be appointed subject to being certified medically fit as per the Mine Health and Safety Act 29/1996 and meeting the requirements of the Company's Code of Practice – Minimum Standards of Fitness to perform work at a Mine.

The abovementioned position is C2 on the Paterson Band Grading System. The successful candidate that conforms to all said requirements and experience will be appointed on this grading. Should the successful candidate not conform with all said requirements and experience, but is nonetheless regarded as suitable for appointment, he/she will be appointed on a lower, more appropriate grading, until successful achievement of required competencies and skills.

Selection process: Panel interview, job-related assessments as well as criminal, qualification and reference checks may be utilised during the selection process.

Attach all relevant certificates, qualifications, licenses, etc to your application.

Assmang Pty Limited is an equal opportunity employer and filling of positions will be done in line of the company's Employment Equity plan.

Interested applicants are requested to submit their CVs, together with certified copies of qualifications, to Barbara Kügel at e-mail: barbarak@brmo.co.za

Your CV will not be processed if you do not indicate clearly on your application for which position you have applied.

Please be advised that shortlisted candidates will be required to authenticate information provided in CVs.

Applications close on 23 February 2018

Please note that NO late or unsolicited applications will be entertained and/or considered.

Should your application be deemed eligible, we will contact you within 21 working days of the closing date; if not, please consider your application unsuccessful.

Correspondence will be limited to shortlisted candidates only and all CVs not shortlisted will not be kept.

Assmang reserves the right not to make an appointment.